



PNWU CME Joint Partnership Program

Program Goals

Pacific Northwest University of Health Sciences (PNWU) is an accredited body for offering AOA CME. PNWU will review requests for joint partnership of CME with non-accredited, non-profit organizations on a case by case basis for a fee. The PNWU fee structure program is designed to expand CME offerings at other non-profit organizations that share the mission of the PNWU CME program.

PNWU's CME Program develops local, regional, and national educational activities that are primarily designed to meet the needs of osteopathic and allopathic physicians, academic faculties, preceptors, and PNWU alumni.

Needs Assessment

- Do our policies (grievances, cancellation, etc) apply to joint partnership CMEs?
- What exactly will we be responsible for? i.e...
 - Answer requests for CME Joint Partnership, onerous is completely on other entity (Joint Partner) to complete application and provide any supporting documentation 30 days prior to CME date
 - Reviewing application for completeness
 - If not complete, notifying partner, obtaining information to complete application
 - Review application for content and CME validity (making sure we want to be associated with this CME and that it makes sense for PNWU to support it).
 - Submit complete application to PNWU CME Committee, providing recommendation as needed
 - Send approval or denial notice to Joint Partner within a certain time frame.
 - Provide Joint Partner with appropriate wording to use for marketing the CME. PNWU logo? PNWU CME contact information or make them the contact for everything? (my preference)
 - Send Disclosure Form to Joint Partner to obtain signatures and ensure its return.
 - Review marketing / website materials of Joint Partner affiliated with this CME to ensure wording compliance and offer any suggestions we may have.
 - Upon completion of CME activity, Joint Partner will send list of attendees to PNWU with each attendee completing and signing their attestation form. Can this be done online? I think it would be easier for us if the joint partner collects them all and sends them versus each individual provider emailing us.
 - PNWU will email CME certificates to the provided names and attestations.
 - PNWU will retain all documentation for auditing purposes.



Fee Structure

CME Fee Structure	PNWU Affiliated Program*	Non-Affiliated Program
Application fee (live activity) 0-5 credits	\$200	\$400
Application fee (live activity) 5.25-10 credits	\$400	\$600
Fee per credit hour	\$50	\$50
Regular Scheduled Series – monthly	\$500	\$600
Regular Scheduled Series - weekly	\$1000	\$1200

PNWU Affiliated Programs include Community Health Care – Tacoma, East Pierce Family Medicine - Tacoma, Trios Health - Kennewick, Montana Medicine – Billings, Puyallup Tribal Health Authority, Sollus NW Family Medicine – Grandview and Skagit Valley Hospital.